

# Memorandum



Subject

Designation of Civil Process Clerks  
For Service of Process

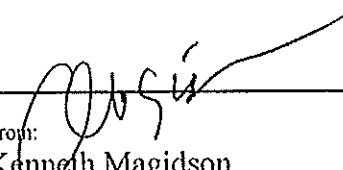
Date

November 28, 2012

To:

Clerk of Court  
U.S. District Court  
Southern District of Texas

From:

  
Kenneth Magidson  
United States Attorney

Please be advised that pursuant to Rule 4(i)(1)(A) of the Federal Rules of Civil Procedure the following persons are designated as Civil Process Clerks for service of process for this office. All of the designated employees are located at 1000 Louisiana, Suite 2300, Houston, Texas 77002. All process servers must check in at Suite 2300.

Legal Assistants:

|               |                        |
|---------------|------------------------|
| Pam Anderson  | 713-567-9398 (Primary) |
| Cheryl Carey  | 713-567-9526           |
| Tammy Herrera | 713-567-9571           |

The back-ups for service of process, if none of the above are available are:

Paralegal Specialists:

|                |              |
|----------------|--------------|
| Ray Babauta    | 713-567-9667 |
| Christella Lee | 713-567-9373 |
| Iris Tang      | 713-567-9341 |

Deputy Chief, Civil Division:

|                 |              |
|-----------------|--------------|
| Daniel David Hu | 713-567-9518 |
|-----------------|--------------|

cc: United States Marshal  
U.S. District Clerk's Office  
Houston Division  
Brownsville Division  
Corpus Christi Division  
Galveston Division  
Laredo Division  
McAllen Division  
Victoria Division